

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #4452

October 2011

Job Title: Community Challenge and Brownfields Coordinator
Department: Economic Development -Community Development Division
FLSA: Non-Exempt
Immediate Supervisor: *Community Planner*

BRIEF DESCRIPTION OF THE JOB:

The Grant Coordinator position is primarily responsible for the reporting, coordination, and outreach of the Community Challenge/ TIGER II grant awarded to the City of Greenville in November 2010. The grant funds will be used for the Connections for Sustainability project and will be the sole funding for this position, which will expire after the three year time-frame allotted for the grant. The responsibilities for this position also include assisting with the development and implementation of the grant's Outreach Program and the envisioned Livability Studio, coordinating the City's Brownfields program, and supporting other Community Development activities with design work and environmental review preparation.

ESSENTIAL FUNCTIONS:

Reporting and coordination of the Community Challenge/ TIGER II grant. Prepares report documentation tracking the progress of the grant; maintains documentation for all grant activities; and assists in communication with the Grant Technical Representative (GTR) from both the U.S. Dept. of Housing and Urban Development (HUD) and the U.S. Dept. of Transportation (DOT). Prepares several Requests for Proposals (RFPs) to hire consultant teams to perform tasks associated with the Connections for Sustainability grant; assists in the selection of hired consultants; monitors the progress of all hired consultants; and assists in creation of a template for all reports created under the Connections for Sustainability project.

Assisting with the development and implementation of the Outreach Program. Prepares reports and presentations to inform City Council, boards and commissions, and the general public on the benefits of encouraging sustainable development; and assists in preparation of graphics, pictures, and informational content to be published on the Connections for Sustainability webpage. Holds community meetings and focus team meetings; prepares, publishes, and distributes meeting and public hearing notices; works with the Public Information and Events department; and coordinates meeting space and assists in meeting preparation and presentations.

Assisting with the development and implementation of the Livability Studio. Coordinates the design and development of the envisioned Livability Studio; assists in maintaining a flexible programming for the Livability Studio; assists in development of a livability curriculum in coordination with the Livability Educator; utilize graphic skills (including drafting, Sketch-Up, AutoCAD, Adobe Photoshop, and In Design) to help depict potential development scenarios for the grant study area; and creates other material for display and use at the Livability Studio.

Coordinating the Brownfields Program. Coordinates and organizes meetings of the

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #4452

October 2011

Brownfields Task Force; assists the Task Force in selecting project locations; communicates with Concurrent Technologies Corporation (CTC) and the U.S. Environmental Protection Agency (EPA) regarding the management of the City's Brownfield grant; and maintains all records for the City's Brownfields Program.

Supporting Community Development with design and environmental review preparation.

Participates in planning and development by providing site and landscape design work for the grant study area and other community development projects; and assists the Community Planner in completion of annual reporting requirements and environmental reviews for HUD-funded projects in the City.

PHYSICAL DEMANDS:

Overall Strength Demands:

Light demands include standing, sitting, walking, lifting, carrying, pushing/pulling, reading, fine dexterity, kneeling, bending, twisting, vision, hearing and talking.

Machines, Tools, Equipment and Work Aids:

Equipment utilized includes a computer and related software, copier, scanner, camera, calculator, fax machine, printer, etc.

Primary Work Location: Office environment and field work in city neighborhoods.

NON-PHYSICAL DEMANDS:

Time Pressures

Frequent Change of Tasks

Performing Multiple Tasks Simultaneously

Tedious or Exacting Work

Working Closely with Others as Part of a Team

JOB REQUIREMENTS:

Formal Education:

A Bachelor's degree in planning, landscape architecture, or related field is necessary. A Master's degree in a related field is preferred.

Experience:

Under and including one year is necessary.

Certification and Other Requirements:

Must possess a valid SC drivers license.

Knowledge of grant requirements for HUD and Brownfields programs

Reading:

Must be able to read regulations, ordinances, plans, forms and applications, professional literature, statistical data, maps, diagrams, etc.

Math:

Must be able to calculate measurements, area, density, and simple algebraic equations.

CITY OF GREENVILLE, SOUTH CAROLINA

Job Description #4452

October 2011

Writing:

Must be able to prepare reports, letters, descriptions, meeting minutes, public notices, legal descriptions, etc.

Reasoning:

Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.

Interpersonal Skills:

Requires the ability to interact effectively with co-workers, general public, and supervisors, both in person and on the phone.

Contacts Within the Organization:

Contact with Building & Zoning, Economic Development, GIS, Office of Management and Budget, Parks and Recreation, City Council, and Planning Commission.

Contacts Outside the Organization:

Contact with US Department of Housing and Urban Development, US Department of Transportation, US Environmental Protection Agency, Clemson University, and Furman University.

Contacts With Suppliers & General Public:

Contact with hired consultants, the general public, and neighborhood associations.

Budgetary Responsibility:

Does research for documents and compiles data for computer entry; enters or oversees data entry. Has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for finite area of the budget.

FREQUENCY AND FREEDOM TO ACT:

Frequent Freedom: Work is non-standardized and varied and requires the incumbent to produce expected results and meet deadlines by following general procedures.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.